

890801-01
APPLICATION FOR

Application Number

AMENDMENT TO RECORDS RETENTION SCHEDULE

85-87-A

Application Date: July 28, 1989

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

AUG 01 1989

AUG 14 1989

AUG 14 1989

Record Series Title: 85-87, Work Certificates

Person to Contact: Roger Reece

Item number to be amended: 12

Telephone No. 656-6782

Reads as follows: File series to be cut off at end of each Calendar year; hold in current files area 12 months; transfer to State Records Center, hold 2 years, then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

Amended to read: File series to be cut off at end of each Calendar year; transfer to State Records Center, hold 3 years, then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

Reason for change: This amendment in schedule is requested due to very limited space in current files area as well as local holding area. Current volume of records is 18 to 20 cu. ft. annually, with reference rate to be 4 to 6 requests annually.

AUTHORITY:

Division Director/Designee: <u>L. A. [Signature]</u>	Date <u>7-28-89</u>
Records Management Officer (RM&C): <u>[Signature]</u>	Date <u>7-28-89</u>
Chief, Records Management and Control: <u>William D. Johnson</u>	Date <u>7-31-89</u>
Assistant Commissioner (Administration): <u>[Signature]</u>	Date <u>7-31-89</u>
State Auditor/Designee: <u>[Signature]</u>	Date <u>8-11-89</u>
Secretary of State/Designee: <u>Edward A. [Signature]</u>	Date <u>8/10/89</u>
Governor/Designee: <u>W. H. [Signature]</u>	Date <u>8/14/89</u>



APPLICATION FOR RECORDS RETENTION SCHEDULE

850815-02

Georgia Department of Labor
Administrative Services
Facilities and Support Services
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE		
Application Date	1. Georgia Department of Labor Field Services 254 Washington Street Atlanta, Georgia 30334	Application Number	85-87	
Application Number		Date Received AUG 15 1985	Date Completed JAN 3 1986	
2. Person to Contact Roger Reece		Working Title Chief, Assignments and Administrative Unit		Telephone Number 656-6782
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1980		Latest present		
5. Records Series Title (followed by title used in office, if different) Work Certificates				
6. Division and Office Function Field Services: (as related to Safety Inspections) Responsibility to enforce the state's labor laws and maximize specific health and safety standards by inspection of all businesses subject to provisions of such laws as contained in the Official Code of Georgia, Annotated, Titles 8-2-90 thru 8-2-95, also 8-2-100 thru 8-2-110, 34,39, 46-3-30 thru 46-3-39 and 300-3-7. The Field Services Division will have specific supervisory responsibility for improving conditions in the work force through minimizing specific health and safety hazards by basic inspection and certification of amusement rides, elevators, moving sidewalks, boilers and pressure vessels, also by enforcing child labor, sex discrimination, minimum wage, safety glass and high voltage laws and regulations applicable to Department of Labor.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Issuing / Work certificates for minors under the age of 18. Included are: Form ID-222 "Employment Certificate For Minors Under Age 18" File is arranged: by county, thereunder by date (month), alphabetically by name				
8. Monthly Reference Rate One to six months old 10; Seven to twelve months old 5; Thirteen to twenty-four months old 1; twenty-five months and older 1?				
9. Annual Rate of Accumulation of Records Letter-size drawers 10; Legal-size drawers; Shelves; Other (specify)				

(Over)

DOL-144 (R-5/85)

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? original copy to employer and one copy to school system
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------|-----------------------------------|----------|
| a. State Law | 1 years. | d. Audit period | years. |
| b. Statute of limitation | 2 years. | e. Administrative need | 1 years. |
| c. Federal Law | 3 years. | f. Federal retention instructions | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Regulations Applicable to State Employment Service - 29-B-XIV-1627.3

Prosecution for misdemeanors must be commenced within two years after the commission of the crime. Ga. Code Ann. 17-3-1.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

File series to be cut off at end of each Calendar Year; hold in current files area 12 months; transfer to State Records Center hold 2 years, then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Don R. Bryant	8/1/85	W. Bishop for J. BISHOP	8-12-85
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
Ray E. Kell	8/5/85	William H. Johnson	8-12-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee		
	Attorney General/Designee		
			12/6/85
			1/2/86

(Reverse Side)